

State of Nevada  
Board of  
Psychological  
Examiners

Office Note

June 2013

(775) 688-1268

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Morgan Alldredge

Executive Director

Caitlin McHugh

Executive Assistant



Hello!

As we are half way through 2013 and therefore ¼ of the way through the current biennial the Board members and staff thought we should check in with our Licensees, Certificants and applicants to update on the changes and procedures of the Board. In the next few pages you will be updated on the application and examination process, as well as Board finances and complaints.

In the most recent legislative term, general changes were made regarding all State of Nevada Board operations and Open Meeting law. If any of these new laws affect you and/or your practice the Board will do its best to update you on all changes.

The Board is currently working on developing language that will allow the Board to monitor psychological interns. This will allow current licensed psychologists to charge Medicare and other services provided by the interns under their training. Workshop notices will be sent to all licensed psychologists when the final language is presented.

**ATTENTION SUPERVISORS AND EMPLOYERS:**

*During the application process, please direct your supervisees or employees to the Board website. All of the information needed to successfully apply for certification or licensure can be found there.*

*The Board website is  
[www.psyexam.nv.gov](http://www.psyexam.nv.gov)*



**Remember:** Board meetings are open to professionals and the public. We encourage you to attend! If you are interested in receiving an agenda, contact the Board office with your mailing address and one will be sent to you as soon as each agenda is posted. They are also available on the Board's website the week of the meeting.

**From the Secretary/Treasurer**

**Barbara Parry, Ph.D, Secretary/Treasurer**

The Board receives no monies from state general fund or tax dollars. The Board, although sanctioned and empowered by the Executive Branch of the State of Nevada to oversee and discipline licensed psychologists, behavior analysts, assistant behavior analysts and certified autism behavior interventionists so as to comply with state law, is not funded by the state at all. All the Board's monies come from renewal, licensing and other fees. The fee schedule has not substantially changed. You can find it at NAC 641.135, Fees.

The budget has increased to about \$10,000.00 per month. Our largest regular expense continues to be legally related and include fees charged by the DAG and for disciplinary hearings.

The Board continues to cut costs by having video conference meetings so that members do not have to fly from Southern to Northern Nevada and vice versa, at a hefty cost to the Board. These meetings are always open to the public and we hope you will attend one sometime. The agendas which post the meeting locations, dates, and times are also available via the Board's website at [www.psyexam.state.nv.us](http://www.psyexam.state.nv.us); you can also contact the Board office at its phone number, with any questions.

Let's also give a warm welcome to Caitlin McHugh our Executive Assistant and to Pam Becker our public member, both of whom started working with the Board this past spring.

**A reminder that the Board office hours are:**

**Monday through Thursday—8:00am to 7:00pm**

**\*Office personnel will be unavailable between the hours of  
12:00pm and 1:00pm**

**The office is *closed* Friday through Sunday and on all state holidays.**

## Out of State licensees Practicing in Nevada

Barbara Parry, Ph. D, Secretary/Treasurer

Recently questions have come up from out of state licensed psychologists and firms requesting to perform supervision, assessment and therapy via distance methods with entities in Nevada. Can it be done by an out of state psychologist? The answer is NO: Only a psychologist licensed in Nevada can supervise any form of psychological service performed in Nevada, whether by a “technician”, student or a psychological assistant (Licensing is covered under NAC 641.020-1505). Distance supervision of therapy, assessment or any psychological service performed in Nevada must be done by a Nevada licensed psychologist and must meet supervision requirements under the NAC and NRS.

This typically works in reverse as well: Beware offering therapy or assessment or any other psychological service to a person or entity outside of Nevada if you are not licensed in that state or province or if you are not on Visiting Psychologist status in that state or province. You will be practicing without a license and the Board of that state or province can move against you.

### 2013-2014 STATE EXAMINATION SCHEDULE

June 28, 2013	Reno
October 11, 2013	Las Vegas
February 2014	Las Vegas
June 2014	Reno
October 2014	Reno

#### *Top Five Reasons for Complaints:*

- Unprofessional conduct
- Unethical conduct
- Custodial Evaluations
- Falsified/inaccurate reports and evaluations
- Incorrect diagnosis

## Complaint Investigation Process

### HOW THE INVESTIGATION PROCESS WORKS:

The Board reviews all complaints initially before referral to the Attorney General for formal investigation. Board members perform the initial review to determine if the complaint is “frivolous” (**NRS 641.270 Review of complaint by Board:** When a complaint is filed with the Board, it shall review the complaint. If, from the complaint or from other official records, it appears that the complaint is not frivolous, the Board shall transmit the original complaint, along with further facts or information derived from the review, to the Attorney General. If the complaint is deemed as not frivolous, then the complaint is referred to the Attorney General for investigation.)

- Upon receiving a complaint against a licensed psychologist, the Board office will notify the psychologist in question. We will provide you with a release of records that has been signed by the complainant.
- The psychologist has thirty (30) days to provide the Board office with the requested documents. With the approval of the Deputy Attorney General, an extension of time can be provided.
- Once the office receives the psychologist’s response, the requested records and evidence for the complaint, the information is forwarded to a Board member who has no prior knowledge of the psychologist in question.
  - Because Nevada is a small state, there are times when the reviewing Board member may know the psychologist in question, but does not have a positive or negative prejudice towards them.
- The Board member then reviews the complete complaint to determine if the complaint is “frivolous” (NRS 641.270)
- If found to have validity, the complaint is forwarded to the Attorney General’s office for formal investigation and a possible hearing/discipline.
- The Board must review each complaint that is filed. Each complaint filed with the Board should be complete and include all necessary information in order to facilitate the Board’s review pursuant to NRS 641.270 and to allow the psychologist in question to understand the allegations in the complaint in order to provide the Board with a response. In most cases, it is crucial the complainant provide his/her name, address, and signed release of records to the Board along with the complaint.

## Updates in Procedures in the Board office.

By Morgan Alldredge

In the past year the office has made some changes to how applications and examinations are being done.

First of all, psychologist and psychological assistants are now required to complete the ASPPB PSYCHOLOGY LICENSURE UNIVERSAL SYSTEM (PLUS) application. This is an online application which is maintained by the ASPPB that will allow for expedited application process in accepting jurisdictions. Currently, the program is still in the pilot program with a limited jurisdictional range. However, as we are helping get the kinks out ASPPB is able to expand to more jurisdictions this year.

While ASPPB is collecting the information, the applications are still reviewed and evaluated by Board members to meet State of Nevada standards.

Secondly, the Board voted earlier this year to offer both psychologist and behavior analyst state exams on the same days, and increase the offerings to three times a year. We are hoping to keep the costs down for examinees. The location and goal months for future exams can be found on page 2.

Thirdly, to be invited to take the state exam, a person must be voted on and approved by the Board at a Board meeting. A person is not placed on the agenda for vote until their application with the application fee are received in the Board office.

Invitations will go out between 90-60 days prior to the anticipated exam date. Once invitations are sent out, that exam is closed. If you or your supervisee is interested

### Note:

For a topic to be discussed at the Board Meeting, The information must be received in the Board office a minimum of 10 days prior to the scheduled date.

-This includes applications and correspondence.

To be approved for a state exam the application and fee must be received by the Board no more than 90 days prior to the scheduled exam date.

-Exceptions may be made to this rule if the Board has a scheduled meeting prior to the response deadline and applicants have a reasonable amount of time to submit required fee.

in taking the upcoming October exam, please have their application into the office no later than early August.

Additionally, the Board will no longer allow examinees to attempt the exam unless their applications are complete. It is recommended that once paying the required exam fee that you check with the board office on the status of your application.

Finally, The Board office is a relatively small office, with only one full time employee. While we strive to respond to all inquiries in a timely manner there are occasions when this is harder than others. Please be patient during high traffic times such as the time around Board meetings, state exams and renewals. All messages and Emails will be returned when we have a chance.

Thank you, and as always I'm here to help you with any questions you may have.

### **A SPECIAL NOTE ABOUT ADDRESSES:**

The Board has encountered multiple times over years of licensees, certificants and applicants who have moved, recorded incorrectly or changed their address, phone number, or email, causing their mail to be returned to us. PLEASE, double check and make sure that all your information is correct with the Board. It is not the Board's responsibility if the address provided is one that is not monitored on a regular basis.

- Please make all address changes in writing. The majority of correspondence from the Board is done through the mail and may affect your license if you miss a mailing.

- The Board recommends that you not use your residential address as your address on record for reasons of personal security. If it is necessary, please provide an additional address that will not be public but that may be used if correspondence is not responded to or returned as undeliverable.

If you wish to change your address on record, you can either mail the request to the Board's office in Reno or e-mail the request to: [nbop@govmail.state.nv.us](mailto:nbop@govmail.state.nv.us)

**For a list of newly licensed and certified persons please check our website at [psyexam.nv.gov](http://psyexam.nv.gov)**

## **PSYCHOLOGY STATE EXAMINATION: CHANGES ACROSS A DECADE**

Martha B. Mahaffey, Ph.D., Examination Commissioner

After 11 years as examination commissioner, I am pleased to announce that I am leaving the position, freeing up time to join my semi-retired husband in various travels. Beginning August 2013, Stephanie Holland, Ph.D., will serve as the new examination commissioner.

In reflection of the past 11 years, the Nevada psychology state examination has seen several changes. From August 2002 to August 2009, the examination was in its original oral exam format. Across 15 administrations, 215 candidates took the oral exam with a pass rate of 70% for first time test takers and those who took the exam more than once.

In 2009, with the amendment of NRS641 by the Nevada Legislature, the examination transitioned from its oral examination format to a multiple-choice format. In seven administrations, February 2010 to February 2013, 147 candidates took the state examination in its present multiple-choice format, with a pass rate of 77% for all candidates and a pass rate of 78% for first time test-takers.

In 2013, the Board of Psychological Examiners updated its examination specifications to reflect the Association for State and Provincial Psychology Board's (ASPPB) most recent practice analysis. Examination specifications identify the content areas to be examined and are assigned a weight (percentage) based upon their relative importance to the practice of psychology in Nevada. The state examination has seven content areas:

### **EXAMINATION SPECIFICATIONS**

1. Confidentiality and Mandatory Reporting (16%)
2. Record Keeping and Handling (14%)
3. Patient Rights and Informed Consent (16%)
4. Professional Standards of Conduct, Scope of Practice, and Professional Boundaries (16%)
5. Licensing and Supervision (10%)
6. Risk Assessment and Management of Dangerousness (14%)
7. Assessment, Diagnosis, and Treatment (14%)

Also in 2013, the Board adopted a new passing scaled score of 500 on a scale that ranges from 200 to 800, comparable to the passing scaled score and range of scores of the ASPPB Examination for the Professional Practice of Psychology (EPPP). Formerly, the passing scaled score was 70 on a scale that ranged from 0 to 100.

Finally, the past decade would not have been possible absent the countless hours of volunteerism by psychologists serving as oral examiners (the former test format) and subject matter experts in examination development focus groups (the new test format); and the support of the Board, its executive directors, and executive assistants. It is the personal and professional relationships with these individuals that have made the position of examination commissioner a pleasure. I look forward to seeing the psychology state examination continue to change with the times, in the able hands of its new examination commissioner.

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*While the majority of questions can be answered by reviewing NAC 641 or NRS 641, the Board office staff is always available to answer your questions. However, we request your patience as it is a two person office and can take up to 48 hours to respond to inquiries.*

## **Frequently Asked Questions**

**Q: How many hours must I complete for my pre-doctoral internship? My postdoctoral Internship?**

*A: For first time licensure, 1 year of internship must consist of 1750 hours.*

**Q: When will I be able to take the state exam?**

*A: Once the Board receives all supporting documentation in your application file. The Board will then review and approve your file at a Board meeting. After you have been approved by the Board, you will be notified via mail approximately 2-3 months prior to the scheduled exam.*

**Q: Are post-doc logs important ?**

*A: Yes. They allow the office to monitor your progress so that you can be notified of the state exam so as to continue the process without missing an opportunity.*

**Q: Can I turn in my application and/or supporting documents though e-mail or fax?**

*A: No. Unless otherwise notified by the Board office staff, all originals must be sent to the Board office through US Mail, FedEx, or UPS. If you live in Reno, you may also deliver documents in person.*

**Q: Do I have to complete the PLUS application through the ASPPB?**

*A: Yes. Unless you have been licensed for more than 20+ years in an accepted jurisdiction or have a CPQ or NRHSPP. The PLUS application is the required application for psychologists and psychological assistants.*

**Q: How many continuing education units are required for renewal?**

*A: For psychologists, LBAs, and LaBAs, you must take 30 hours in two calendar years. CABIs must take 24. Six hours must be in ethics. Up to one-half of the required hours may be distance learning (computer based, video based, etc.)*

**Q: If the Board requests my records in a complaint, must I release them?**

*A: Yes. A release of information is obtained from the person making the complaint about you by the Board. This allows you to release information to the Board.*